



CALIFORNIA EMERGENCY MANAGEMENT AGENCY

Fire and Rescue Branch
 3650 Schriever Ave
 Mather, CA. 95655
 Phone (916) 845-8711
 Night-Weekends: (916) 845-8911
 Fax: (916) 845-8396



March 2, 2011

TO:	Joseph Daly, Chief
AGENCY:	Rawhide Fire Department
ATTENTION:	Hazardous Materials Branch

Please Return Within 10 Working Days

We are delighted to hear that your department has agreed to participate in the Hazardous Materials Resource Team Typing Project conducted by the California Emergency Management Agency, Fire & Rescue Branch. We would like to get in touch with you to schedule and document appropriate dates on the calendar, and to share preliminary information with you. Therefore, we would like to confirm who the official representative would be for your department as a continuing point-of-contact. Please complete this questionnaire, make a copy for your records, and send it at your earliest convenience to:

California Emergency Management Agency
 Fire / Rescue Branch
 Jan R Dunbar, Assistant Chief
 Haz-Mat Team Typing Inspection Project
 3650 Schriever Avenue
 Mather, CA, 95655

Project Point – of – Contact:			
Name (Please <u>print</u> all information) James McCracken	Title Captain		Office Phone (218) – 645-0987
Mailing Address (Street or P.O. Box) 323 Fish Ladder Way	City Rawhide	Zip Code 95931	Cell Phone (218) – 333-7777
Work Location, Address (Street) 2121 County Road 5	City Rawhide	Zip Code 95933	Fax # (218) – 645-0900
E-mail address: James.mccracken@rawhide.ca.gov			

We would like to confirm the HMRT Company or Companies you would like to have inspected, the company typing (Type 1, 2, or 3), and the preferred location of the inspection:

	Company Designation	OES MACS Designation	Type 1, 2, or 3 ?	Station #	Street Address (Or where inspection will be conducted)	Phone # at Inspection Location
1 st	HM - 99	XAS RAW	1	52	2121 County Road 5 Rawhide, CA, 95933	(218) – 645-0052
2 nd						() -
3 rd						() -

Regarding inspection dates, if your agency has more than one HMRT Company, we would prefer to inspect all companies while we are in your vicinity. Please review a calendar, and provide for us about 6 options to dates that would work well for you, weekdays only. Scheduling multiple inspections back-to-back on the same day, or on consecutive days would be beneficial. We need a little flexibility on our end so that we can combine some inspections on consecutive days in the same Operational or Regional Area.

Recommended Inspection Dates Are As Follows:							
Choice:	Date: (mm-dd-yy)	Day:	Timeframe:	Choice:	Date: (mm-dd-yy)	Day:	Timeframe:
1 st	11-01-12	Mon	AM PM	4 th	01-22-13	Mon	AM
2 nd	11-02-12	Tue	AM	5 th	02-21-13	Mon	AM
3 rd	12-25-12	Fri	PM	6 th	04-27-13	Wed	AM PM

We will contact you to let you know what specific day or days, and timeframe would work best for us. Timeframes are morning (0830 – 11:30) or afternoon (13:30 to 16:30). Inspection of one HMRT company takes about 2 to 3 hours.

To assure that you are ready for inspection, we recommend that you review the *FIRESCOPE Standardized Hazardous Materials Equipment List*, which is posted on the FIRESCOPE web-page <http://www.firescope.org/ics-hazmat/pos-manuals/haz-equipulist.pdf>. Further, Appendix “A”, “B”, and “C” can be used as a self-check. We will be using these same forms during the inspection process.

To facilitate the inspection and insure that it runs more quickly and smoothly, we recommend the following:

1. It helps if the company is placed “out-of-service” for the specified time, if possible.
2. Companies that have already removed all equipment, tools, and gear from the apparatus in preparation of the inspection, and laid them out in a coordinated fashion on the apparatus floor, tables, or designated outdoor area facilitates speeding up the inspection.
3. Computers and technical reference libraries may remain on-board the apparatus, however we will be asking that your computer be turned on and a demonstration given to verify that you have the appropriate haz-mat databases.
4. Equipment can be left on the apparatus if it cannot be taken out of service, however this will lengthen the inspection time process slightly.
5. We will greatly appreciate members of the crew retrieving and handling all items for inspection as the inspection team calls off the inspection number and item description. It should not be expected that we will be handling the tools and equipment.
5. Except for the computer, electronic devices will not need to be turned on.
6. Items missing because of repair, replacement, or breakage will be considered “not available” or “missing”.
7. Copies of HMT, HMS, and WMD employee training certification will also be part of the inspection. If these records are maintained at a different location (i.e. Training Division), we will travel to that location as necessary. Personnel assigned to a Type 3 HMRT Company must have attained HMT (160 hours) training. Personnel assigned to a Type 2 HMRT Company must additionally complete the HMS (80 hours) training. Personnel assigned to a Type 1 HMRT Company must additionally complete the Weapons of Mass Destruction (WMD)/Terrorism (16 hours) training. A copy of the *Hazardous Materials Company Minimum Training Record* is included with this letter for you to use as a guide to assemble the appropriate certifications of training for all assigned members.

Upon completion of the inspection, a copy of our inspection report will be made available for your records, for each company inspected.

If you have any questions, please feel free to contact me or call me. I or a member of our inspection team will be more than happy to assist you and your department. Please return this questionnaire **within 10 working days**.

Most Respectfully,

Jan R Dunbar, Assistant Chief
Fire & Rescue Branch
Haz-Mat Team Typing Inspection Project
3650 Schriever Avenue
Mather, CA, 95655

jan.dunbar@oes.ca.gov
(916) 845-8483
(916) 845-8396 (fax)

Attachments:
Hazardous Materials Company Minimum Training Record